

# MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – WASTE AND HAZARDOUS MATERIALS DIVISION PO BOX 30241, LANSING, MI 48909-7657, Phone 517-335-2690, Fax 517-335-2245, E-mail DEQ-STD-TANKS@state.mi.us

# INSTRUCTIONS FOR FORM EQP3821 UNDERGROUND STORAGE TANKS (UST) REGISTRATION

## A. SUMMARY OF HOW A UST IS REGISTERED

All regulated tanks are registered by completing form EQP3821 and submitting it with a check or money order made payable to the "State of Michigan" to cover the \$100 per tank registration fee. <u>Tanks are not considered registered until fees are paid</u>.

Mail the registration form and check to:

MDEQ, OFFICE OF FINANCIAL MANAGEMENT, REVENUE CONTROL UNIT, PO BOX 30657, LANSING, MI 48909

#### B. HOW DO I REPORT A RELEASE?

To report a release of product from a UST, E-mail DEQ-std-tank@state.mi.us or FAX at 517-335-2245.

#### C. WHAT LAW REQUIRES REGISTRATION OF USTs?

Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, requires that owners register USTs that are being used, or have been used, to store regulated substances, unless the USTs have been properly closed or removed and notification provided to the Storage Tank Unit (STU). Owner means any person who owns, or owned at the time of release, a UST used for storage, use, or dispensing of regulated substances.

#### D. WHAT USTS ARE INCLUDED?

A UST system means a tank or combination of tanks which is, was, or may have been used to contain an accumulation of "regulated substances" as defined in Section 21101(g) of Part 211, and whose volume (including connected underground piping) is ten (10) percent or more beneath the ground. Regulated substance includes petroleum and hazardous substances as defined in the federal Comprehensive Environmental Response, Compensation and Liability Act, 1980 PL 96-510.

## E. WHAT UST SYSTEMS ARE EXCLUDED FROM REGISTRATION?

- 1. Tanks that have been properly closed or removed prior to January 1, 1974.
- 2. Farm or residential tanks of 1,100 gallons or less capacity used for storing motor fuel for non-commercial purposes.
- 3. A tank used exclusively for storing heating oil for consumptive use on the premises where the tank is located.
- Septic tanks.
- 5. Pipeline facilities (including gathering lines).
- 6. Surface impoundments, pits, ponds, or lagoons.
- 7. A stormwater or wastewater collection system.
- 8. Flow-through process tanks.
- 9. Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations.
- 10. Storage tanks situated in an underground area (such as a basement, cellar, mineworking, drift, shaft or tunnel) if the storage tank is situated on or above the surface of the floor.
- 11. Any pipe connected to an exempt UST (described above).
- 12. USTs holding hazardous wastes listed under Subtitle C of the Solid Waste Disposal Act, Title II of Public Law 89-272, or a mixture of such hazardous waste and other regulated substances.
- 13. Wastewater treatment tank system that is part of a wastewater facility regulated under the federal water pollution control act.
- 14. Equipment that contains regulated substances for operational purposes such as hydraulic lift tanks and electrical equipment tanks.
- 15. USTs with a capacity of 110 gallons or less.
- 16. USTs that contain a DEMINIMUS concentration of regulated substances.
- 17. An emergency spill or overflow containment UST that is expeditiously emptied after use.

## F. WHEN SHOULD A UST BE REGISTERED?

- Owners who plan to install UST(s) shall submit to the STU form EQP3820, A NOTICE OF PROPOSED INSTALLATION OF UNDERGROUND STORAGE TANKS, with a complete set of plans at least 45 days prior to use. When plans are approved, a copy of form EQP3821 will be sent back to the owner with the completed plan review. The owner completes Registration Form EQP3821 and returns it to the STU with the appropriate fees. Please refer to form EQP3820 for more details.
- Owners of a new UST system shall register their UST system by submitting Registration Form EQP3821 to the STU before the system is
  put into operation. Owners must supply an installation date and the installer's certification must be completed and signed. A \$100 per
  tank fee is due with form EQP3821 whenever new tanks are being registered.
- 3. Owners who discover tanks on their premises shall register the tanks by submitting form EQP3821 along with \$100/tank registration and shall properly close the tanks.
- 4. Owners who discover additional tanks at the time of a tank removal project shall register the tanks immediately and seek permission to waive the 30-day notice for removal. They may then remove the tank.
- 5. Any change in information submitted with the registration of the UST must be reported to the STU on form EQP3821 within 30 days of the change.

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EQP3821 (REV 10/05)



# **REGISTRATION OF UNDERGROUND STORAGE TANKS**

The information in this form is required under "Part 211, Underground Storage Tank Regulations, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended." Any owner who knowingly fails to notify or submits false information shall be subject to a misdemeanor and/or civil penalties not to exceed \$5,000 per day for each tank for which notification is not given or for which false information is submitted.

■ NEW REGISTRATION ■ AMENDED INFORMATION (for Registered USTs Only)	If sending Revenue C	FACILITY IDENTIFICATION NUMBER (if known)											
NO. OF TANKS AT FACILITY		NO. OF CONTINU	IATION SHE	EETS ATTACHED		<u>'</u>							
I. OWNERSHI	P OF TANK	(S		II. LOCATION OF TANKS									
IF THIS IS A NEW OWNER'S A	DDRESS, PL	EASE CHECK		IF INFORMATION IS THE SAME AS SECTION I, PLEASE CHECK									
OWNER NAME (Corporation/Individual, etc.)			FA	CILITY NAME OR SITE IDEN	ITIFIER								
MAILING ADDRESS	AILING ADDRESS (P.O. Box Not Acceptable)												
CITY	STATE	ZIP	CIT	Υ	STATE Michigan	ZIP							
COUNTRY (Please Specify)	<u> </u>		CO	UNTY		eriigaii							
USA OTHER													
TELEPHONE (Including Area Code) ( ) —	TEI	LEPHONE (Including Area C	ode)										
TAX PAYER ID OR SOCIAL SECURITY NUM	MBER												
LATITUDE AND LONGITUDE of facility (If known)													
LATITUDE (North): LONGITUDE (West):													
		III. T	YPE OF C	WNER									
☐ FEDERAL ☐ COMMERCIAL													
☐ STATE GOVERNMENT ☐ PRIVATE													
_				RESERVATION? \( \Boxed{\subset}\) YES									
IF TANKS ARE LOCATED WITHIN A RESERVATION, DOES A NATIVE AMERICAN TRIBE OWN TANKS? ☐ YES ☐ NO													
IF TANKS ARE OWNED BY A TRIBE, NAME OF TRIBE:													
		IV. T	YPE OF F	ACILITY									
☐ PUBLIC GAS STATION	LOCAL GOV												
PRIVATE GAS STATION	ERNMENT												
☐ MARINE GAS STATION ☐ FEDERAL/NON-MILITARY ☐ UTILITIES													
☐ PETROLEUM DISTRIBUTOR ☐ FEDERAL-MILITARY ☐ RESIDENTIAL													
☐ AIRLINE AND/OR AIRCRAFT OWNER       ☐ COMMERCIAL       ☐ FARM         ☐ AUTO DEALERSHIP       ☐ INDUSTRIAL       ☐ OTHER (Explain)													
☐ RAILROAD ☐ HOSPITAL													
		V. CC	ONTACT P	ERSON									
NAME		JOB TITLE			ELEPHONE (I	Including Are	a Code)						
		\n	CERTIFIC	ATION!	)								
I CERTIFY UNDER PENALTY OF LA' FORM AND ALL ATTACHED DOCUME		AVE PERSONALLY		D AND AM FAMILIAR V		_							
NAME AND OFFICIAL TITLE OF OWNER OF REPRESENTATIVE	R OWNERS' A	SIGNATURE			DATE								

VII. DESCRIPTION OF UNDERGROUND STORAGE TANKS								
(Complete the following pages for	or each tank	at this loc	ation; Copy	these page	es for additi	onal tanks	if needed)	
TANK IDENTIFICATION NUMBER								
1. STATUS OF TANKS (Check One)  CURRENTLY IN USE  TEMPORARILY OUT OF USE  AMENDMENT OF INFORMATION  (If tanks are removed/closed, complete page 3, Section IX)								
DATE OF INSTALLATION (Month/Day/Year)								
3. ESTIMATED TOTAL CAPACITY (Gallons)								
4. MATERIAL OF CONSTRUCTION (Mark All That Apply)  ASPHALT COATED OR BARE STEEL CATHODICALLY PROTECTED STEEL EPOXY COATED STEEL COMPOSITE (Steel With Fiberglass) FIBERGLASS REINFORCED PLASTIC LINED INTERIOR DOUBLE WALLED POLYETHYLENE TANK JACKET CONCRETE EXCAVATION LINER UNKNOWN OTHER (Specify in comments area) HAS TANK BEEN REPAIRED?								
5. PIPING MATERIAL (Mark All That Apply)  BARE STEEL GALVANIZED STEEL GALVANIZED STEEL FIBERGLASS REINFORCED PLASTIC COPPER CATHODICALLY PROTECTED DOUBLE WALLED FLEXIBLE PIPING ENVIROFLEX GEOFLEX UNKNOWN	000000000			000000000			000000000	
6. PIPING (Type) (Mark All That Apply) SUCTION: NO VALVE AT TANK SUCTION: VALVE AT TANK PRESSURE (Remote) HAS PIPING BEEN REPAIRED?								

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TANK IDENTIFICATION NUMBER								
7. SUBSTANCE CURRENTLY OR LAST STORED IN GREATEST QUANTITY BY VOLUME  GASOLINE DIESEL GASOHOL KEROSENE (Not For Consumptive Use On Premises) FUEL OIL MOTOR OIL USED OIL HAZARDOUS SUBSTANCE TANK HAS COMPARTMENTS (List substances in comments area) OTHER (Specify in comments area) CERCLA NAME AND/OR CHEMICAL ABSTRACT SERVICE (CAS) NUMBER (if hazardous substance stored)								
,								
	II. TANKS O					-		
NOTE: A SITE ASSESSMENT I	MUST BE COI	MPLETED UN	ILESS YOU R	EPORT A CC	NFIRMED RE	ELEASE		
CLOSING OF TANK     A. ESTIMATED DATE LAST USED     (Month/Day/Year)								
B. ESTIMATED DATE TANK REMOVED/ CLOSED IN PLACE (Month/Day/Year)								
C. TANK WAS REMOVED FROM GROUND								
D. TANK FILLED WITH INERT  MATERIAL (Sand, Concrete, etc.)  •DESCRIBE TYPE OF FILL USED								
REASON TANK WAS NOT REMOVED     CHANGE IN SERVICE								
	IX. CEF	RTIFICATIO	N OF COMP	LIANCE				
1. INSTALLATION	I		T		I			
A. INSTALLER CERTIFIED BY TANK     AND PIPING MANUFACTURERS     B. INSTALLER CERTIFIED OR								
LICENSED BY STU C. INSTALLATION INSPECTED BY A								
REGISTERED ENGINEER								
D. INSTALLATION INSPECTED AND APPROVED BY STU E. ANOTHER METHOD ALLOWED BY STU (Please Specify)							 	

TANK IDENTIFICATION NUMBER																
2. RELEASE DETECTION	TAN PIPE		TAN	PIPE	TAN	PIPE	TAN	PIPE	TAN	PIPE	TAN	PIPE	TAN	PIPE	TAN	PIPE
A. MANUAL (Static) TANK GAUGING																
B. TANK TIGHTNESS TESTING																
C. INVENTORY CONTROL																
D. AUTOMATIC TANK GAUGING																
E. VAPOR MONITORING																
F. GROUNDWATER MONITORING																
G. INTERSTITIAL MONITORING DOUBLE WALLED TANK/PIPING																
H. AUTOMATIC LINE LEAK DETECTORS																
I. LINE TIGHTNESS TESTING																
K. OTHER METHOD ALLOWED BY																
STU (Specify in comments area)																
3. SPILL AND OVERFILL PROTECTION		_	_	_	_	_	_	_	_	_	_	_			_	_
	A. OVERFILL DEVICE INSTALLED		_	_			_	_								
B. SPILL DEVICE INSTALLED	L						L						$\perp$			
4. HAVE YOU INSTALLED IMPRESSED																
CURRENT CATHODIC PROTECTION?	_		_													
A. YES	_															
B. NO																
I CERTIFY THE INFORMATION CONCERN	ING IN	ISTAL	LATIO	HT NC	AT IS	PRO\	/IDED	IN SE	ECTIO	N X IS	TRU	E TO	гне в	EST C	F MY	
BELIEF AND KNOWLEDGE.																
INSTALLER:																
NAME PRINTED		-		SIGNATURE DATE						E		_				
			-							COMP	ANY					_

COMMENTS AND/OR CLARIFICATIONS FOR THE ST STAFF: